

Rhode Island Commerce Corporation

Request for Proposals for Groundskeeping and Site Services for the 2015 Volvo Ocean Race Stopover Newport

Title: Groundskeeping and Site services for the 2015 Volvo Ocean Race Stopover Newport

Submission Deadline: Monday, December 1, 2014 at 2:00PM.

Pre-Submission Conference:

There will be a required pre-submission conference to be held on Thursday, November 13, 2014 at 10:00am at the offices of SailNewport at Ft. Adams State Park, Newport, RI

Questions related to the RFP and the scope of work will be answered at the Pre-submission conference. Responses to other questions will be posted on the CommerceRI website no later than November 20, 2014.

Section 1: Introduction

The Rhode Island Commerce Corporation (CommerceRI) is soliciting proposals from qualified firms to assist SailNewport, DEM and Commerce RI by providing grounds-keeping and site services at Ft. Adams State Park from approximately April 20th –May 20th, 2015. This is a Request for Proposal.

Section 2: Background

In 2013, Sail Newport with support from the State of Rhode Island was awarded the opportunity to host the North American Stopover for the 2014-15 Volvo Ocean race (VOR) at Ft. Adams State Park in Newport. The public aspect of this event will be held at Ft. Adams State Park in Newport, RI from May 5, 2015 through May 17th. Over the twelve day event, it is expected that approx. 50,000 people may visit the event village. Seven international teams will compete in 65 foot monohulls. The Rhode Island Commerce Corporation (Commerce RI), the Rhode Island Department of Environmental Management (DEM), the Rhode Island Department of Administration (RIDOA) and SailNewport will be undertaking the various operational activities required to ensure a successful event for both participants and spectators is realized.

Section 3: Scope of Work

1. General Site work including cleaning of the public areas on the North Lawn area at Ft. Adams, the area outside the West wall, the parking lot on the east side of the Fort (where Team Bases and sponsor pavilions will be located), and the West Lawn area (adjacent to the Eisenhower House) from approx. April 20th to May 20th. Cleaning inside tents, buildings and other

temporary facilities is not required. Firm will be required to collect trash and recycling and dispose of it on-site at centralized waste collection facilities as needed during the event and at the close of the event each day. Barrels, dumpsters, recycling bins will be provided. There will be approx. 30-40 trash barrels located around the site. The successful bidder shall include in their quote the purchase of the appropriate trash barrel and recycling bin liners.

2. On-site staffing during the event that would include:
 - a. Include field crew of 3 people to perform a wide range of various tasks around the event venue as assigned from April 20th to May 20th. Please indicate the additional daily charge per person if more than a 3-person field crew is required. These tasks may include but not limited to the following:
 - b. Waste Collection
 - c. Setting up fencing and barricades
 - d. Installation of misc. signage, banners and branding
 - e. Other duties as required
 - f. Currently there are an unknown number of evening events being planned that will require staffing and additional site cleaning. Please provide an hourly rate per person with a six hour minimum shift.
3. The selected firm will be required to provide at least one pick-up truck to assist in moving various items on site. (If needed, DEM may provide space in the Mule Barn at Ft. Adams to store equipment, etc.)
4. Coordinate with public safety officials to ensure the site is maintained in a manner to ensure a safe event and that fire lanes remain clear and passable.
5. Work with RIDEM and Park Management to ensure RIDEM's requirements related to maintenance and grounds keeping of the Ft. Adams park facility are met.
6. Work under the supervision of a VOR Newport official
7. Period of performance will be April 20th –May 20th, 2015

Section 4: Response Specifics

1. Proposal Submission
 - a. Please describe the team's experience providing services to support events of this scope and type in Rhode Island.
 - b. Description of how you plan to staff the event.
 - c. A list of recent references from clients/customers
 - d. Indicate who would be the primary contact for the project and include their resume.
 - e. A detailed budget breakdown, a total cost, and an hourly for proving staffing for nighttime events
2. Insurance: Bidders must submit a current Certificate of Insurance for evaluation of coverage provided. Requests for additional insurance may be made by the RI Commerce Corp. of the selected Firm. Bidders must also supply evidence for their ability to provide workers comp insurance.

Section 5: Notifications

1. Equal Employment Opportunity (RIGL 28-5.1) – 28-5.1-1 Declaration of policy – (a)Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of state employment.

This policy applies to all areas where the State dollar is spent, in employment, public services, grants and financial assistance, and in state licensing and regulation. For further information, contact the Rhode Island Equal Opportunity Office at (401) 222-3090.

2. In accordance with Title 7, Chapter 1.1 of the General Laws of Rhode Island, no foreign corporation, a corporation without a Rhode Island business address, shall have the right to transact business in the State until it shall have procured a Certificate of Authority to do so from the RI Secretary of State (401-222-3040). This is a requirement only of the successful bidder.
3. The offeror should be aware of the State's MBE requirements, which address the State's goal of ten percent (10%) participation by MBE's in all State procurements. For further information, contact the MBE Administrator at (401) 574-8253 or visit the website www.mbe.ri.gov or contact dorinda.keene@doa.ri.gov.
4. The Commerce Corp RI reserves the right to negotiate with the lowest qualified Bidder.
5. Reimbursement for expenses for travel, lodging, meals are not allowed
6. Reimbursement for the purchase of equipment is not allowed
7. Responses shall be concisely written and the response letter shall be signed by an authorized signing officer of the respondent, and shall indicate name, title, and contact information.

Section 6: Evaluation and rating of RFP's

The submitted RFP's will be reviewed and rated by a team of 3-5 raters based on the following criteria:

1. Experience with similar projects and Capacity to delivery services 40%
2. Quality of proposal (Clearly written, addresses all requested areas for the RFP) 10%
3. Total Price and optional hourly rate for evening events 50%

Deadline for submissions:

Bids shall contain six printed copies and one electronic copy and must be in a sealed envelope clearly marked with project title. All sealed bids must be delivered to the Commerce RI to be stamped "received" no later than **2:00 PM on Monday, December 1, 2014** at the following address:

Rhode Island Commerce Corporation
Attn: VOR Groundkeeping & Site Services RFP
315 Iron Horse Way, Suite 101
Providence, RI 02908

All documents submitted in response to this bid proposal are public pursuant to Chapter 38-2 and will be available for public inspection upon opening of the bids. All sealed bids will be opened on Monday, December 1, 2014 at 4:00PM at the offices of the Commerce RI at the address above. The burden to identify and withhold from the public copy is released at the bid opening any trade secrets, commercial or financial information, or other information the bidder deems not subject to public disclosure pursuant to chapter 38-2, the Access to Public Records Act, shall rest with the bidder submitting the bid proposal.

Final contract will not be awarded at the opening of the bids.